

**Minutes of the Meeting of Stow Bardolph Parish Council**

**Held at Stow Bridge Village Hall, Tuesday 8<sup>th</sup> September 2026**

The meeting commenced at 7.45pm

**In attendance:**

**Parish Councillors:** William Esse (Chair), Derek Barnes, Mark Brighton, Stephanie Dent, Susan Clanfield, Richard Gilbert & David Brighton

**Borough Councillors:** Vivienne Spikings

**Norfolk County Councillors:** None

**Clerk:** Mrs V Howling

**No members of the public were present.**

**1. To receive apologies for absence**

- 1.1 Apologies were accepted from Parish Cllrs' Gary Bishop & Raymond Hudson
- 1.2 Apologies were received from Borough Cllr Colin Rose & County Cllr Olivia Morris

**2. To receive any Declarations of Interest in items on the agenda**

- 2.1 Cllr Esse declared an interest in agenda item 11.

**3. To approve and sign the minutes of the meeting held 14<sup>th</sup> July 2026**

- 3.1 The minutes of the meeting were approved without amendment and signed by the Chairman as a correct record.

**4. Clerk's report (for information only)**

- 4.1 Work on the Parish Infrastructure and Investment Plan is ongoing.
- 4.2 All other matters that the Clerk has been working on will be reported under the relevant agenda item.

**5. Open Forum for public participation**

- 5.1 There were no members of the public present.

**6. To receive an update from Borough and County Councillors**

- 6.1 Cllr Spikings gave an update on the changes regarding how planning applications will be decided from 1<sup>st</sup> October and informed Members that the Borough Council's Local Plan 'Call for sites' consultation has been re-opened. Cllr Spikings also reminded those present of the King's Lynn Heritage Open Day on 13<sup>th</sup> September.

**7. To discuss any Highway Matters**

- 7.1 A report on all previously identified issues, including details of the latest updates from Norfolk County Council (NCC) Highways Department is attached at appendix i.
- 7.2 New issues identified will reported to NCC and are listed at appendix ii.
- 7.3 Work on the Stow Bridge Trod extension is due to start on 14<sup>th</sup> September.
- 7.4 There have been no updates from Norfolk County Council regarding the Council's request for Bus Stop signage on the A10 at Stow Bardolph. County Councillor Olivia Morris is pursuing this on behalf of the Parish Council.

**8. To discuss any Street Light Matters**

- 8.1 No faults were reported.
- 8.2 No other Street Lighting matters were discussed.

**9. To discuss Planning Matters**

- 9.1 The Council noted the results of previous applications and the responses from the Planning Advisory Group to applications received for consultation since the last meeting (see report attached to September 2026 agenda).
- 9.2 No other planning applications were reviewed.
- 9.3 A potential planning breach was reported to the Borough Council; no action appears to have been taken so far, therefore it was agreed that an update be sought. Cllr Spikings asked to be copied in to any correspondence on this matter.

**10. To discuss and agree Finance Matters**

- 10.1 The Council noted the conclusion of the External Audit. The relevant notices have been placed on the Council's website and notice boards.
- 10.2 Council Member's reviewed the financial report produced by the Clerk (see report attached to September 2026 agenda).
- 10.3 The following payments were approved:

| Date       | Payee      | Details                    | Amount | Reference     |
|------------|------------|----------------------------|--------|---------------|
| 02/07/2026 | EE         | mobile phone               | 9.50   | Direct Debit  |
| 20/07/2026 | Ecotricity | streetlighting electricity | 93.54  | Direct Debit  |
| 28/07/2026 | EE         | mobile phone               | 9.50   | Direct Debit  |
| 20/08/2026 | Ecotricity | streetlighting electricity | 102.86 | Direct Debit  |
| 28/08/2026 | EE         | mobile phone               | 9.50   | Direct Debit  |
| 01/09/2026 | Cozens     | streetlight maintenance    | 108.00 | Bank transfer |

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| Date       | Payee              | Details        | Amount | Reference     |
|------------|--------------------|----------------|--------|---------------|
| 01/09/2026 | Downham & Stow IDB | drainage rates | 505.92 | Bank transfer |
| 14/09/2026 | Mapus Smith        | internal audit | 780.00 | 101638        |
| 14/09/2026 | PKF Littlejohn     | external audit | 252.00 | 101639        |

10.4 After reviewing a request for funding from Ormiston Families, the Council **RESOLVED** not to give a grant, as they prefer to support causes local to the parish.

**11. To receive and update on Allotment Land Tenancy Renewals**

Cllr Esse left the room whilst this agenda item was discussed.

11.1 The Council **RESOLVED** to appoint Maxey Grounds as the land agent to provide support with the updating tenancy agreements and negotiating rent reviews.

**12. Items for the next agenda**

12.1 None (other than those already mentioned in the minutes above).

*The Chairman closed the meeting at 8.41pm. The next meeting is due to take place on Tuesday 10<sup>th</sup> November at Fork Handles Tea Rooms, Stow Bardolph, commencing at 7.30pm.*

Chairman .....

Date ...../...../.....

| HIGHWAYS ISSUES APPENDIX i (previously reported issues) |                                                                                          |                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AREA                                                    | ISSUE                                                                                    | LATEST UPDATE FROM NCC HIGHWAYS                                                                                                                                                                                                                                                                                |
| Stow Bardolph                                           | Faded white lines at junctions with A10                                                  | 11/11/25: Thank you for your enquiry in regards to this matter this has previously been inspected and works have been programmed for all Road Markings at junction to be refreshed this will be completed as soon as we can and when resources allow.                                                          |
| Stow Bridge                                             | Overhanging trees causing poor visibility at junction of Stow Bridge Road & The Causeway | 19/08/25: inspected and agreed action required.                                                                                                                                                                                                                                                                |
|                                                         | Overhanging hedge at property of The Causeway                                            | 06/08/26: Thank you for your enquiry in regards to this matter this has been inspected and it appears that the hedge has been cut back, I will continue to monitor this.                                                                                                                                       |
|                                                         | Faded white lines at junction of The Causeway and Runcton Road                           | 11/11/25: Thank you for your enquiry in regards to this matter this has been inspected and works have been programmed for Road Markings to be refreshed when contractor is next in area.                                                                                                                       |
|                                                         | Poor condition of road along the whole length of Cuckoo Road and Wards Chase             | 06/08/26: Thank you for your enquiry in regards to this matter we are aware of the condition with carriageway along this section of carriageway, we are constantly monitoring this, as works are being discussed and planned , I will inspect when next in the area                                            |
|                                                         | Damage to road on corner of The Causeway                                                 | 12/12/25: Thank you for your enquiry in regards to this matter we are aware of the situation with the road surface at this location but currently it is not at intervention level, we will continue to monitor the situation.                                                                                  |
|                                                         | Poor Visibility on bend near Willow Barn on Stow Bridge Road                             | 26/06/26: Reply from Area Engineer: I have asked my technician to contact the adjacent landowner to deal and if un-responsive deal with the over growth ourselves.<br><br>30/07/26: Asked for update and suggestion of 'concealed entrance' signage.                                                           |
|                                                         | Safety concerns in Low Road                                                              | 20/04/26: Letter requesting SLOW markings in the road and signage to warn of possible pedestrians in the road<br><br>02/09/26: Works have been programmed for repair, please note these works will require a road closure to complete safety and will be completed as soon as we can and when resources allow. |

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|                       |                                            |                                                                                                                                                            |
|-----------------------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | Road surface deterioration in Low Road     | 30/07/26: Reported via online system                                                                                                                       |
|                       | Road surface deterioration on Outwell Road | 30/07/26: Reported via online system                                                                                                                       |
| <b>Barroway Drove</b> | Depression in road outside 59 The Drove    | 11/11/25: We are aware of the situation with the carriageway at this location, we are currently monitoring the situation until repair works are completed. |
|                       | Depression in road outside Hybrid Farm     | 17/12/25: Works have been programmed for repair and will be completed as soon as we can, Warning signs have been placed out as a precaution.               |
|                       | Depression in road outside 256 The Drove   | 17/12/25: Programmed for repair.                                                                                                                           |

| <b>HIGHWAYS ISSUES APPENDIX ii (new issues)</b> |                                                                                  |
|-------------------------------------------------|----------------------------------------------------------------------------------|
| <b>AREA</b>                                     | <b>ISSUE</b>                                                                     |
| <b>Barroway Drove</b>                           | Deterioration in road surface outside Hyrid Farm getting worse with pipe exposed |
| <b>Stow Bridge</b>                              | Overhanging trees/hedges on West Head Road                                       |